ART Gallery Report 0252
Data Completeness Report Card
Entry Exit Version

EXECUTIVE SUMMARY:

This report is data quality monitoring tool that generates a letter grade based upon program's data completion rate. The report considers the twenty data elements required for completion of the HUD APR. Completion rates are calculated and reported based on the percentage of program entry exits where the requirement has been met. The report can be run for multiple programs and is sectioned by provider so that each provider's report card will be displayed on a separate page, allowing batch printing. Prompts allow the user to specify a date range and to select the provider(s) on which to base the report. The report includes a detail section to assist users in finding and fixing data entry omissions.

AUDIENCE:

This report can be used at various levels. It can be run at the program level by Agency Administrators or support staff to monitor a single program's performance, or it can be run on multiple providers at the agency level, community level, CoC level, or statewide level to monitor the completeness of data at these levels as well. Since the report is sectioned by provider, it is also useful to System Administrators wishing to batch print the report for the various providers under their jurisdiction. (See "Important Note" below concerning multi-provider usage.)

COMPATIBILITY AND SYSTEM REQUIREMENTS

This version of the report requires ServicePoint 5x and ART 3x.

PREREQUISITES AND WORK FLOW REQUIREMENTS

Adherence to an Entry Exit type of workflow involving the proper collection and recording of the HUD required universal and program specific data elements.

FREQUENCY:

Frequency of use will depend upon the application, but monthly use is generally recommended.

PURPOSE:

The report is useful for monitoring both data quality and contract compliance.

INSTRUCTIONS:

Instruction on how to retrieve, copy, run, and read this report is outlined below. Requests for

additional information concerning the report function/design should be directed to Bowman Systems' staff via email (ART_Reports@BowmanSystems.com).

How to retrieve and copy: Detailed step-by-step instructions concerning how to retrieve, save a copy, and map this ART Report to your site can be found in the Bowman Systems Published Documents folder under ART Documentations in you Public Folders.

How to install: The original version of the report is a template and must be copied from the ART Gallery Templates folder into another folder on your site and mapped to your data before it can be used. Detailed instructions for installing report templates are provided in the Bowman Documentation folder on your ART site.

Before running the report: Prior to running the report the user must determine the providers to be included in the report and a date range on which to base the results.

How to run:
Upon opening the report, the user will be prompted (see Diagram 1) to specify parameters which control the data returned by the report. Once the user has provided these parameters by responding to the user prompts, a green check-mark will appear next to each field to indicate that a selection has been made. The user should then single-click the "Run Query" button to generate the report.

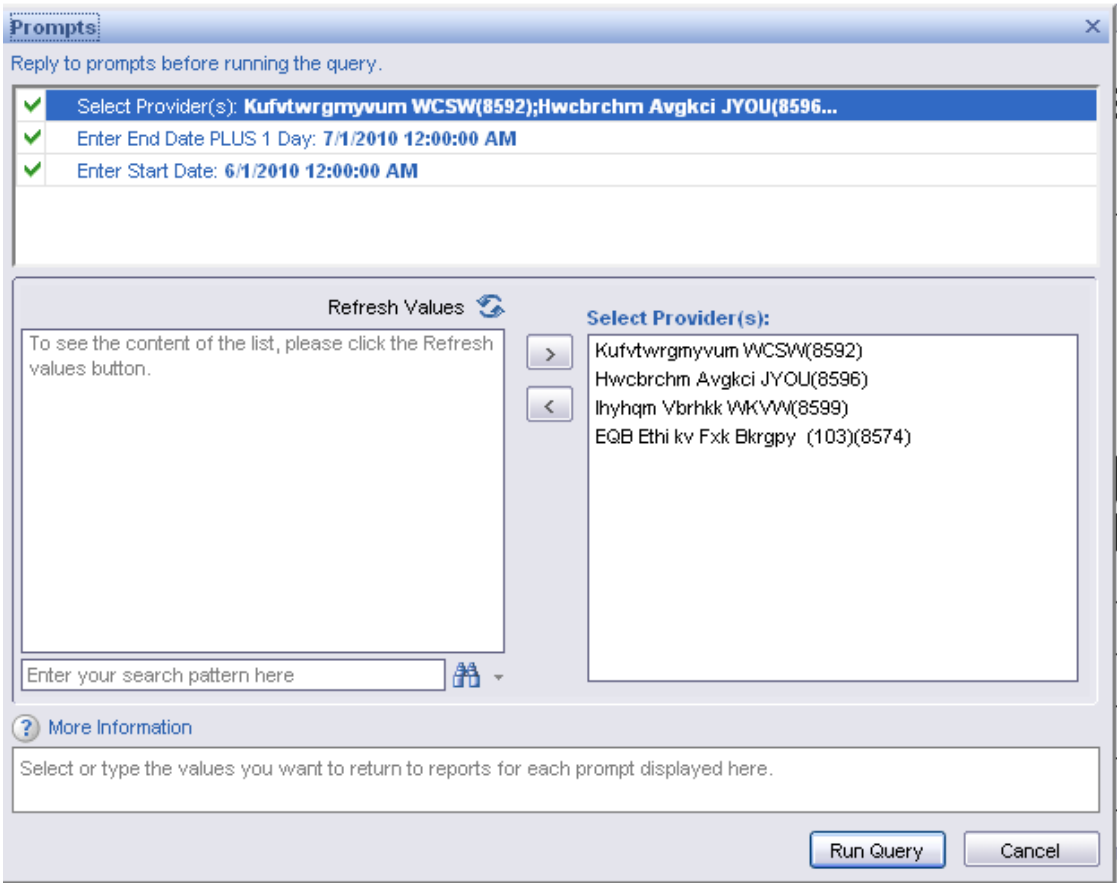

Prompts
Reply to prompts before running the query.
Select Provider(s): Kufvtwrgmyvum WCSW(8592);Hwcbrchm Avgkci JYOU(8596...
Enter End Date PLUS 1 Day: 7/1/2010 12:00:00 AM
Enter Start Date: 6/1/2010 12:00:00 AM
Refresh Values
To see the content of the list, please click the Refresh values button.
Enter your search pattern here
Select Provider(s):
Kufvtwrgmyvum WCSW(8592)
Hwcbrchm Avgkci JYOU(8596)
Ihyhqm Vbrhkk WKVW(8599)
EQB Ethi kv Fxk Bkrgpy (103)(8574)
More Information
Select or type the values you want to return to reports for each prompt displayed here.
Run Query
Cancel

Diagram 1

The three user prompts contained in this report are:

1. **Enter Start Date:** The user should enter (or select from the calendar) the first day of the report date range.
2. **Enter End Date PLUS 1 Day:** The user should enter (or select from the calendar) the day immediately following the last day of the report date range.
3. **Select Provider(s):** Click the "refresh list" icon and wait for the left window to refresh. Now select the providers to include by highlighting them in the left window and moving them into the right window using the right selection arrow.

How to read: The report contains four tabs. Each tab is a separate sub-report containing three sections:

- **Report Header:** The header contains the title of the report, and specifies any date parameters. When running the report in "modify" view, the report header is only visible in print/page layout mode.
- **Report Footer:** The report footer contains the title of the report, the name of the sub-report, the page number, the version number, and the date/time the report was run/printed. Like the header, the footer is only visible in print mode when the report is run in modify view.
- **Report Body:** The report body is the main section of the report located between the header and the footer where the reports data is displayed in a variety of different chart and graph formats. The data contained in each of the tabs in this report is displayed and described below:

Data Completeness Report Card (EE)

Overall Summary

Date Range: 6/1/10- 6/30/10

GRADE BASED ON AVERAGE PERCENTAGE:	B
	93.50%

Universal Data Element	Required for	Number of Applicable Entry Exits	Number of Non-Null Values	Percentage Complete
Social Security Number*	All	290	290	100.00%
Date of Birth*	All	290	290	100.00%
Race*	All	290	289	99.66%
Ethnicity*	All	290	289	99.66%
Gender*	All	290	290	100.00%
Veteran Status*	Adults	181	178	98.34%
Disabling Condition*	All	290	288	99.31%
Specified Disability*	Disab = Y	85	66	77.65%
Residence Prior to Program Entry*	Adults & UY	181	179	98.90%
Zip Code of Last Permanent Address*	Adults & UY	181	175	96.69%
Homeless (Y/N)	All	290	288	99.31%
Chronically Homeless	Homeless = Y or Literally Homeless	77	77	100.00%
Housing Status*	All	290	282	97.24%
Service	All	290	286	98.62%
Income Received (Y/N) (Entry)	All	290	259	89.31%
Income Received (Y/N) (Exit)	All Exits	194	183	94.33%
Income Source at Entry	Income = Y (Entry)	97	89	91.75%
Income Source at Exit	Income = Y (Exit)	67	59	88.06%
Income Amount at Entry	Income = Y (Entry)	97	89	91.75%
Income Amount at Exit	Income = Y (Exit)	67	58	86.57%
Domestic Violence	Adults & UY	181	102	56.35%

* = HUD Universal Data Elements

Diagram 2

Tab A – Overall Summary (Diagram 2): This tab contains a summary report representing the combined data of all of the selected providers, and for all program entry exits related to clients who were

enrolled/active in one or more of the selected programs at anytime during the specified date range. This summary shows the percentages of completion for the twenty data elements contained in the HUD 40118 report. HUD Universal Data Elements (UDEs) are asterisked. The percentage of completeness for each element takes into account the client population (all clients; adults only, or adults and unaccompanied youth) to which the requirement applies. For example, the calculation for Veteran Status which applies only to adults excludes both dependent children and unaccompanied youth from the calculation and reports the percentage of completeness for only the program entries related to the adult clients in the data pool. The calculation considers whether the targeted data element was completed or null at the time of the client's program entry (or exit where applicable). Adult/child/UY status is also determined at the time of the client's program entry. For data elements, Social Security Number, Date of Birth, and Zip Code which have an accompanying "quality" field, the completeness of the quality field is also taken into account. For example if the SS# field is null but "Don't Know or Don't Have SSN (HUD)" is indicated in the quality field, the element is considered to be complete. A full explanation of the criteria used to determine completeness for each element can be found in Tech Note # 8 below.

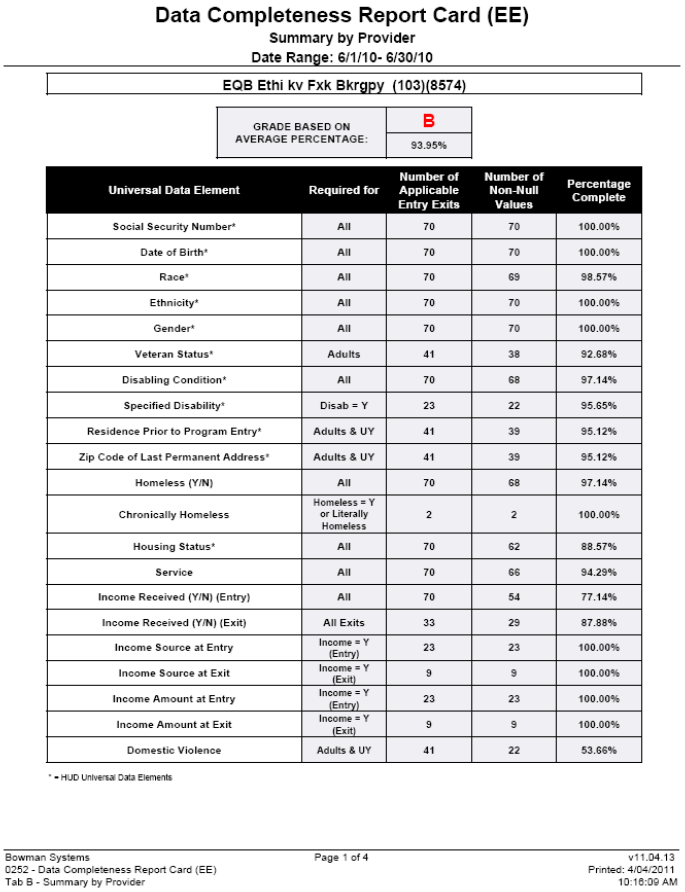
Programs required to collect income information must do so both at program entry and at program exit so the reports scores the entry and exit completeness separately, displaying two lines for each of the three fields. The completeness calculation does require an exit answer from the clients who have not yet exited at the end of the date ranges specified. In addition, the income source and income amount requirements are applied only to clients who specify that they have income by their answer to the "Income Received" (Yes/No) question.

The table which displays the information has five columns:

1. Specifies the data element being measured
2. Specifies the population to which the requirement applies
3. Indicates the number of applicable program entries in the data pool.
4. Indicated the number of applicable program entries with the element completed
5. Indicates the percentage of completion for that element

In addition to the table described above, Tab A also displays a letter grade, which is based on the average rate of completion for the twenty required elements.

Criteria for the award of the letter grade are given in technical note # 1. Instructions for adjusting the letter grade award to local standard are explained in the section on "Modification Options" (below).



Data Completeness Report Card (EE)
Summary by Provider
Date Range: 6/1/10- 6/30/10

EQB Ethi kv Fxk Bkrgpy (103)(8574)

GRADE BASED ON AVERAGE PERCENTAGE:	B
	93.95%

Universal Data Element	Required for	Number of Applicable Entry Exits	Number of Non-Null Values	Percentage Complete
Social Security Number*	All	70	70	100.00%
Date of Birth*	All	70	70	100.00%
Race*	All	70	69	98.57%
Ethnicity*	All	70	70	100.00%
Gender*	All	70	70	100.00%
Veteran Status*	Adults	41	38	92.68%
Disabling Condition*	All	70	68	97.14%
Specified Disability*	Disab = Y	23	22	95.65%
Residence Prior to Program Entry*	Adults & UY	41	39	95.12%
Zip Code of Last Permanent Address*	Adults & UY	41	39	95.12%
Homeless (Y/N)	All	70	68	97.14%
Chronically Homeless	Homeless = Y or Literally Homeless	2	2	100.00%
Housing Status*	All	70	62	88.57%
Service	All	70	66	94.29%
Income Received (Y/N) (Entry)	All	70	54	77.14%
Income Received (Y/N) (Exit)	All Exits	33	29	87.88%
Income Source at Entry	Income = Y (Entry)	23	23	100.00%
Income Source at Exit	Income = Y (Exit)	9	9	100.00%
Income Amount at Entry	Income = Y (Entry)	23	23	100.00%
Income Amount at Exit	Income = Y (Exit)	9	9	100.00%
Domestic Violence	Adults & UY	41	22	53.66%

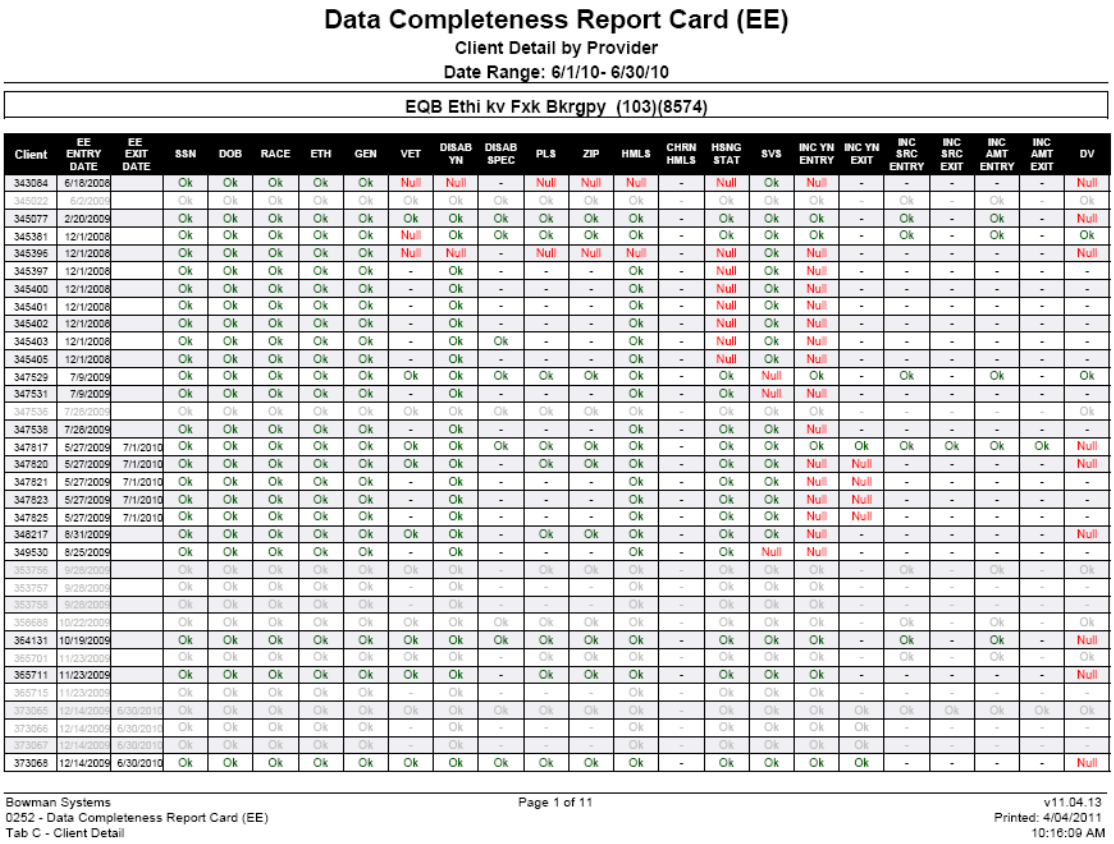
* = HUD Universal Data Elements

Bowman Systems
0252 - Data Completeness Report Card (EE)
Tab B - Summary by Provider
Page 1 of 4
v11.04.13
Printed: 4/04/2011
10:16:09 AM

Diagram 3

Tab B Summary by Provider (Diagram 3): This tab is identical to Tab A except for the fact that it sections the data by provider, showing each provider on a separate page. This Tab is provided so that System Administrators have the capability of producing this report for all providers at the same time and batch printing it.

IMPORTANT NOTE: System Administrators need to be aware that in utilizing the multi-provider capabilities and batch printing options that this report make available, that they are still viewing the results at their own security level. Because of this, the completeness scores of some of the providers may be overstated, since clients with complete records will show as complete for all providers who serve them. If for example a client is served by both provider A and provider B (who are not sharing data), and Provider A completes all of the required elements and Provider B completes only half, both providers will score 100% when the reports are run at the System Admin level. However if the report is run at the program level Provider A will score 100% and Provider B will score 50%. This important distinction needs to be considered in how the report is being utilized. In situations where there is a desire to disallow one provider from benefitting from another provider's entry, and especially in situations where clients are frequently served by multiple providers, it is recommended that this report be run at the program level, one provider at a time (using either an ART license assigned at that level or by utilizing ART's "enter-as" function).



Data Completeness Report Card (EE)

Client Detail by Provider

Date Range: 6/1/10- 6/30/10

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Client	EE ENTRY DATE	EE EXIT DATE	SSN	DOB	RACE	ETH	GEN	VET	DISAB YN	DISAB SPEC	PLS	ZIP	HMLS	CHRN HMLS	HSNG STAT	SVS	INC YN ENTRY	INC YN EXIT	INC SRC ENTRY	INC SRC EXIT	INC AMT ENTRY	INC AMT EXIT	DV
343084	6/18/2008		Ok	Ok	Ok	Ok	Ok	Null	Null	-	Null	Null	Null	-	Null	Ok	Null	-	-	-	-	-	Null
345022	6/2/2009		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	-	Ok	-	Ok
345077	2/20/2009		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	-	Ok	-	Null
345381	12/1/2008		Ok	Ok	Ok	Ok	Ok	Null	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	-	Ok	-	Ok
345396	12/1/2008		Ok	Ok	Ok	Ok	Ok	Null	Null	-	Null	Null	Null	-	Null	Ok	Null	-	-	-	-	-	Null
345397	12/1/2008		Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Null	Ok	Null	-	-	-	-	-	-
345400	12/1/2008		Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Null	Ok	Null	-	-	-	-	-	-
345401	12/1/2008		Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Null	Ok	Null	-	-	-	-	-	-
345402	12/1/2008		Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Null	Ok	Null	-	-	-	-	-	-
345403	12/1/2008		Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	-	-	Ok	-	Null	Ok	Null	-	-	-	-	-	-
345405	12/1/2008		Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Null	Ok	Null	-	-	-	-	-	-
347529	7/9/2009		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Null	Ok	-	Ok	-	Ok	-	Ok
347531	7/9/2009		Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Ok	Null	Null	-	-	-	-	-	-
347536	7/28/2009		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	-	-	-	-	-	Ok
347538	7/28/2009		Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Ok	Ok	Null	-	-	-	-	-	-
347817	5/27/2009	7/1/2010	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Null
347820	5/27/2009	7/1/2010	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	Ok	Null	Null	-	-	-	-	Null
347821	5/27/2009	7/1/2010	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Ok	Ok	Null	Null	-	-	-	-	-
347823	5/27/2009	7/1/2010	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Ok	Ok	Null	Null	-	-	-	-	-
347825	5/27/2009	7/1/2010	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Ok	Ok	Null	Null	-	-	-	-	-
348217	8/31/2009		Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	Ok	Null	-	-	-	-	-	Null
349530	8/25/2009		Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Ok	Null	Null	-	-	-	-	-	-
353756	9/28/2009		Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	-	Ok	-	Ok
353757	9/28/2009		Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Ok	Ok	Ok	-	-	-	-	-	-
353758	9/28/2009		Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Ok	Ok	Ok	-	-	-	-	-	-
358688	10/22/2009		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	-	Ok	-	Ok
364131	10/19/2009		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	-	Ok	-	Null
365701	11/23/2009		Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	-	Ok	-	Ok
365711	11/23/2009		Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	Ok	Ok	-	-	-	-	-	Null
365715	11/23/2009		Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Ok	Ok	Ok	-	-	-	-	-	-
373065	12/14/2009	6/30/2010	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok
373066	12/14/2009	6/30/2010	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Ok	Ok	Ok	Ok	-	-	-	-	-
373067	12/14/2009	6/30/2010	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	Ok	Ok	Ok	Ok	-	-	-	-	-
373068	12/14/2009	6/30/2010	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	Ok	-	-	-	-	Null

Bowman Systems
0252 - Data Completeness Report Card (EE)
Tab C - Client Detail

Page 1 of 11

v11.04.13
Printed: 4/04/2011
10:16:09 AM

Diagram 4

Tab C – Client Detail (Diagram 4): This tab displays an individual listing of all program entry exits in the data pool sorted by client number and sectioned by provider. The table includes a column for each element, and displays the word “null” in red font if the element has not been completed, the word “ok” in green font if the record has been completed, or a black dash if the requirement does not apply to the particular client’s entry or exit. This section is used to identify records needing completion. Rows that contain no NULL values will be displayed in gray font.

IMPORTANT NOTE: As explained in the note above, when the report is run for multiple providers at a higher level in the security tree, some records may be showing as complete when they are in fact incomplete at the program level. In situations where this is not the desired result, it is recommended that this report be run at the program level, one provider at a time (using either an ART license assigned at that level or by utilizing ART’s “enter-as” function).

Data Completeness Report Card (EE)

Additional Information

Date Range: 6/1/10- 7/1/10

User Prompt Field	Value(s) Selected
Enter Start Date:	6/1/10
Enter End Date PLUS 1 Day:	7/1/10
Select Provider(s):	Kufvtwrgmyvum WCSW(8592); Hwcbrchm Avgkci JYOU(8596); Ihyhqm Vbrhkk WKVW(8599); EQB Ethi kv Fxk Bkrgpy (103)(8574)

Providers Reporting Information	Unduplicated Client Count
EQB Ethi kv Fxk Bkrgpy (103)(8574)	70
Hwcbrchm Avgkci JYOU(8596)	26
Ihyhqm Vbrhkk WKVW(8599)	51
Kufvtwrgmyvum WCSW(8592)	132

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Diagram 5

Tab D – Additional Information (Diagram 5): This tab is provided as a reference to the user running the report and lists the parameters specified in the user prompts, as well as the number of clients that each of the selected providers is contributing to the data pool.

TECHNICAL NOTES:

1. The calculation of the letter grades is based on the scale below, however the percentages can be adjusted by editing the alerter entitled “GRADE”:
    - => 95% =A
    - =>90% and < 95% =B
    - =>80% and < 90% = C
    - <80% = F
2. In determining the completeness for the various data elements, the report considers only whether the value for that element was null or non-null at the time of the program entry. The report does not attempt to evaluate the validity or correctness of the answer given.
3. The calculations do take into account whether the particular element was applicable to a particular client at the time of entry (or exit where applicable).
4. In three elements that include an accompanying data quality field, this secondary field was also considered.
5. Non-HUD values are not recognized as valid answers throughout this report and are counted in the same manner as null values.
6. In the event that both numerator and denominator in the percentage calculation for a particular data element are both equal to zero, the percentage is displayed as “N/A” and the element is not included in the grade calculation. For example if the dataset contained only children, then the Veteran Status element which applies only to adults would not be applicable and would be excluded from the grade calculation.
7. Adult, child, and unaccompanied youth classifications are calculated as follows:
    - Adult:
      If client record has no date of birth listed
      or client is 18 years of age or older at time of program entry.
    - Child:
      If client is 10 years of age or younger at program entry
      or If client is 11 – 17 years of age at time of program entry and enters with other family members.
    - Unaccompanied Youth:
      If client is 11 – 17 years of age at time of program entry and enters alone.
8. Explanation of how the calculation was made for each of the elements in the report is outlined below:
    - Social Security element: HUD requires this element for all clients, so adult; child and unaccompanied youth (UY) entries are all included in the calculation. The Social Security element has an accompanying data quality field which is also taken into consideration, in that the count of completed records includes records where the primary value is null, but the accompanying data quality question has an appropriate value of “Don’t Know or Don’t Have SSN (HUD)” or “Refused (HUD)”. In case where both fields are null or the primary field is null and the quality filed has a conflicting answer of “Full SSN Reported (HUD)”or “Partial SSN Reported (HUD)”, then the element is considered to be incomplete and is so indicated/counted.
    - Date of Birth element: HUD requires this element for all clients so adult, child and UY entries are all included in the calculation. The Date of Birth element has an accompanying data quality field (DOB Type) which is also taken into consideration, in that the count of

completed records includes records where the primary value is null, but the accompanying data quality question is non-null. Any client without a valid Date of Birth is considered to be an adult for purposes of determining adult/child/UY status.

- Race element: HUD requires this element for all clients, so adult, child and UY entries are all included in the calculation. "Don't know" or "refused" answers are considered valid/complete.
- Ethnicity element: HUD requires this element for all clients, so adult, child and UY entries are all included in the calculation. "Don't know" or "refused" answers are considered valid/complete.
- Gender element: HUD requires this element for all clients, so adult, child and UY entries are all included in the calculation. "Don't know" or "refused" answers are considered valid/complete.
- Veteran element: HUD requires this element only for adult clients. Only the entries of clients who were 18 years of age or older at the time of entry are included in the calculation. (Note: any clients without a Date of Birth are considered to be adults.)
- Disabling Condition element: HUD requires this element for all clients so adult, child and UY entries are all included in the calculation. This element is based on the question "Do you have a disability of long term duration?"
- Specified Disability element: HUD requires this element for all clients with a disability, so only clients with a "Yes" answer to the "Do you have a disability of long term duration?" question are included in the calculation. This element is based on the "Disability" subassessment. To be considered complete, there must be at least one "Disability Type" specified which has a "Start Date" prior the program entry date and an "End Date" which is after the program entry or is null.
- Prior Residence element: HUD requires this element only for adults and unaccompanied youth. Calculations are made on entries of clients who were 18 years of age or older at the time of entry OR clients who were under 18 but who entered the program as a single individual (no shared entry with other household members). Clients without a DOB are also included.
- ZIP Code element: HUD requires this element only for adults and unaccompanied youth. Calculations are made on entries of clients who were 18 years of age or older at the time of entry OR clients who were under 18 but who entered the program as a single individual (no shared entry with other household members). The ZIP Code element has an accompanying data quality field ("ZIP Code Quality") which is also taken into consideration, in that the count of completed records includes records where the primary value is null, but the data quality question is non-null. Again clients without a DOB are also included.
- Homeless element: Although this is not a HUD required element, HUD does require the assessment of a client's homeless condition, and ServicePoint collects this information using a specific "Is Client Homeless?" question. Completion of this question for all clients at the time of program entry is essential to accurate 40118 reporting and therefore, adult, child and UY entries are all included in the calculation.
- Chronically Homeless element: Again this is not a HUD required element, however, HUD does require its assessment, and ServicePoint collects this information using a specific "Chronically Homeless" question. Completion of this question for homeless clients is essential to accurate reporting, and therefore all clients are include in the calculation if they have a "Yes" answer to the "Is Client Homeless?" question OR a "Literally Homeless" answer

to the “Housing Status” question.

- Housing Status element: HUD requires this element for all clients, so adult, child and UY entries are all included in the calculation. “Don’t know” or “refused” answers are considered valid/complete
- Service element: This is a HUD Program Specific data element which HUD requires for most programs types so all client (adult, child and UY) entries are all included in the calculation. The report considers this element to be complete if the client has one or more recorded service transactions with a service start date that falls between the date of program entry and the date of program exit. This service must also have been provided by the same program/provider as the entry exit.
- Income Receive (Yes/No) Entry: This is a HUD Program Specific data element which HUD requires for most programs types and which is included in the HUD 40118 APR report, so all client (adult, child and UY) entries are all included in the calculation.
- Income Receive (Yes/No) Exit: The Income Receive (Yes/No) when required, must be answered at both entry and at exit, so all client who exited the program prior to the end of the date range are included in the calculation.
- Income Source at Entry: This is a HUD Program Specific data element which HUD requires for most programs types and which is included in the HUD 40118 APR report. Clients indicating an income on the Income (Yes/No) question, must also specify the sources of that income, so the calculation includes all client who entered and also answered “Yes” to that question. If at least one income source is listed, the requirements are considered to be met.
- Income Source at Exit: Like the other Income related questions, an answer is required at both entry and exit, so this HUD Program Specific data element is calculated for exited clients answering yes on the Income (Yes/No) question. If at least one income source is listed, the requirements are considered to be met.
- Income Amount at Entry: This is a HUD Program Specific data element which HUD requires for most programs types and which is included in the HUD 40118 APR report. Clients indicating an income on the Income (Yes/No) question, must also specify the sources and amounts of that income, so the calculation includes all client who entered and also answered “Yes” to that question. If at least one income amount is listed, the requirements are considered to be met.
- Income Amount at Exit: Like the other Income related questions, an answer is required at both entry and exit, so this HUD Program Specific data element is calculated for exited clients answering “Yes” on the Income (Yes/No) question. If at least one income amount is listed, the requirements are considered to be met.
- Domestic Violence Victim/Survivor: HUD requires this element only for adults and unaccompanied youth. Calculations are made on entries of clients who were 18 years of age or older at the time of entry OR clients who were under 18 but who entered the program as a single individual (no shared entry with other household members). Clients without a DOB are also included.

REPORT MODIFICATION

Users with ad-hoc ART licenses may wish to modify/customize this report to better suit their needs and purposes. When modifying an ART Gallery report such as this one, the user will need to make a copy of the original report into a different folder. This copy can be created either by using the "save as" feature or by clicking on the "organize" icon in folder view.

NOTE: The original un-modified version of this report is a template and is retained in ART Gallery Templates folder structure. These template folders are read-only and any reports must be copied to a location in the user's site (Favorites or Public Folders) then mapped to the site's data.

MODIFICATION OPTONS

Some of the modifications which can be easily made to this report include:

1. The grading scale that determines the displayed letter grade can be adjusted to more demanding or less demanding by editing the "GRADE" alerter and adjusting the percentage levels as desired.
2. Provider specific versions of the report can easily be made by saving multiple copies and changing the provider filter in the each query from and "in list" = prompt type filter to an "equals"=constant type filter. This converts the report to a single provider report. When this is done Tab A or B can also be removed since they will be producing the same results.
3. Advance ART users will also be able to edit the report to add or remove data elements to or from the matrix to customize the report to their specific needs. Removal of a data element entails deletion of the appropriate row on Tabs A and B, deletion of the appropriate column on Tab C, and adjustment to both the numerator and the denominator of the grading formulas in Tab A and B.

MAPPING OBJECTS

UNIVERSE: Entry Exit Universe (template_ee_u)

This report is mapped to the entry exit universe (template_ee_u) and should be copied to your Public or Favorite folder then mapped to the equivalent entry exit universe your site (ex. *yoursite_ ee_u*). Mapping can be done from the first query.

QUERY NAME	FIELD NAME	LOCATION/TYPE/USE
Data	Client Uid	Location: Entry Exit / Clients Type: System Field Use: Result Objects
	Client Unique Id	Location: Entry Exit / Clients Type: System Field Use: Result Objects
	Client First Name	Location: Entry Exit / Clients / Client Unique Id Type: System Field Use: Result Objects
	Client Last Name	Location: Entry Exit / Clients / Client Unique Id Type: System Field Use: Result Objects
	Client Soc Sec No Dashed	Location: Entry Exit / Clients / Client Unique Id Type: System Field Use: Result Objects
	Client SSN Data Quality	Location: Entry Exit / Clients / Client Unique Id Type: System Field Use: Result Objects
	Client Age at Entry	Location: Entry Exit / Clients Type: System Field Use: Result Objects
	Date of Birth(893)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Gender(894)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Primary Race(895)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Ethnicity(896)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	U.S. Military Veteran?(220)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Do you have a disability of long duration?(979)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Zip Code of Last Permanent Address(976)	Location: Entry Objects Type: Assessment Question Use: Result Objects

Data (Continued)	Zip data quality(977)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Entry Exit Provider Id	Location: Entry Exit Type: System Field Use: Result Objects
	Date of Birth Type(1888)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Housing Status(1214)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Is Client Homeless?(75)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Is Client Chronically Homeless? (932)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Entry Exit Uid	Location: Entry Exit Type: System Field Use: Result Objects
	Entry Exit Entry Date	Location: Entry Exit Type: System Field Use: Result Objects
	Entry Exit Exit Date	Location: Entry Exit Type: System Field Use: Result Objects
	Type of Living Situation(43)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Entry Exit Group Id	Location: Entry Exit Type: System Field Use: Result Objects
	Income received from any source in the past 30 days?()	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Income received from any source in the past 30 days?()	Location: Exit Objects Type: Assessment Question Use: Result Objects
	Domestic violence victim/survivor(341)	Location: Entry Objects Type: Assessment Question Use: Result Objects
	Client Inactive	Location: Entry Exit / Clients Type: System Field Use: Filter Objects
	Entry Exit Inactive	Location: Entry Exit / Clients Type: System Field Use: Filter Objects

Disability	Client Uid	Location: Entry Exit / Clients Type: System Field Use: Result Objects
	Client Unique Id	Location: Entry Exit / Clients Type: System Field Use: Result Objects
	Entry Exit Entry Date	Location: Entry Exit Type: System Field Use: Result Objects
	Entry Exit Exit Date	Location: Entry Exit Type: System Field Use: Result Objects
	Entry Exit Provider Id	Location: Entry Exit Type: System Field Use: Result Objects
	Entry Exit Uid	Location: Entry Exit Type: System Field Use: Result Objects
	Client Inactive	Location: Entry Exit / Clients Type: System Field Use: Filter Objects
	Entry Exit Inactive	Location: Entry Exit / Clients Type: System Field Use: Filter Objects
	Inactive (417-inactive)	Location: Entry Exit Objects / Disabilities(417ENTRY) Type: Sub-assessment Question Use: Filter Objects
	Start Date(873)	Location: Entry Exit Objects / Disabilities(417ENTRY) Type: Sub-assessment Question Use: Filter Objects
	End Date(874)	Location: Entry Exit Objects / Disabilities(417ENTRY) Type: Sub-assessment Question Use: Filter Objects

Services	Client Uid	Location: Entry Exit / Clients Type: System Field Use: Result Objects
	Client Unique Id	Location: Entry Exit / Clients Type: System Field Use: Result Objects
	Entry Exit Entry Date	Location: Entry Exit Type: System Field Use: Result Objects
	Entry Exit Exit Date	Location: Entry Exit Type: System Field Use: Result Objects
	Entry Exit Provider Id	Location: Entry Exit Type: System Field Use: Result Objects
	Entry Exit Uid	Location: Entry Exit Type: System Field Use: Result Objects
	Client Inactive	Location: Entry Exit / Clients Type: System Field Use: Filter Objects
	Entry Exit Inactive	Location: Entry Exit / Clients Type: System Field Use: Filter Objects
	Service Uid	Location: Entry Exit / Service (Outer) Type: System Field Use: Filter Objects

Income	Client Uid	Location: Entry Exit / Clients Type: System Field Use: Result Objects
	Client Unique Id	Location: Entry Exit / Clients Type: System Field Use: Result Objects
	Entry Exit Entry Date	Location: Entry Exit Type: System Field Use: Result Objects
	Entry Exit Exit Date	Location: Entry Exit Type: System Field Use: Result Objects
	Entry Exit Provider Id	Location: Entry Exit Type: System Field Use: Result Objects
	Entry Exit Uid	Location: Entry Exit Type: System Field Use: Result Objects
	Entry Last 30 Day Income(142-entry)	Location: Measured Subassessments/ Monthly Income(140) Type: System Field Use: Result Objects
	Exit Last 30 Day Income(142-exit)	Location: Measured Subassessments/ Monthly Income(140) Type: System Field Use: Result Objects
	Source of Income(141)	Location: Measured Subassessments/ Monthly Income(140) Type: System Field Use: Result Objects
	Start Date(841)	Location: Measured Subassessments/ Monthly Income(140) Type: System Field Use: Result Objects
	End Date(842)	Location: Measured Subassessments/ Monthly Income(140) Type: System Field Use: Result Objects
	Recordset ID (140-frcordset_id)	Location: Measured Subassessments/ Monthly Income(140) Type: System Field Use: Result Objects
	Client Inactive	Location: Entry Exit / Clients Type: System Field Use: Filter Objects
	Entry Exit Inactive	Location: Entry Exit / Clients Type: System Field Use: Filter Objects
	Inactive (140-inactive)	Location: Measured Subassessments/ Monthly Income(140) Type: System Field Use: Filter Objects

0252 Revision History

Version	Description of Changes
V11.04.13	Original version - BETA
V2	Revision: Picklist wording for SSN Quality field “Don’t Know or Don’t Have SSN (HUD)” corrected. Specific Disability Element unmarked as UDE Default value “Select” set for Provider prompt Portions of User Manual clarified Revision History added to User Manual
V3	Revision: Fixed an issue with Income Source at Exit and Income Amount at Exit being greater than 100%.
V4	Revision: Fixed an issue with the section header on Tab C displaying the incorrect provider.